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AGENCY RECORDS MANAGEMENT PROGRAM  
January - December 1957

PART I - Significant Developments and Trends

1. RECORDS CREATION EMPHASIZES NEED FOR PAPERWORK CONTROLS.

The axiom "Today's paperwork is tomorrow's records," as it applies to the 200 million sheets of potential record material created yearly in headquarters, called for continuing emphasis on improving the quality and reducing the cost of forms, reports, and correspondence.

In 1958 attention will be further directed toward this area of records management. Handbooks on Forms Management and Reports Management are being written for the guidance of Area Records Officers. Training in these fields of records management is planned.

2. RECORDS CONTROL SCHEDULES NOW COVER 99% OF HEADQUARTERS RECORDS.

Completion of records control schedules for the Commercial Staff and the Office of Central Reference brought the volume of records covered by schedules to 107,607 cubic feet, or 99% of the total headquarters volume. This coverage of virtually all headquarters records is significant for two reasons. First, for all practical purposes, the Agency has now complied with the records scheduling requirements of the Federal Records Act (PL 754). Second, these schedules form the backbone of the Agency's Records Management Program. That is, they provide a means of controlling the life cycle of our records, furnish data of value in carrying out other phases of the Program, and provide a basis for auditing records management programs in the Operating Offices.

3. INCREASED RECORDS DISPOSITION ACTIVITY JUSTIFIES EXPANSION OF RECORDS CENTER.

Expansion of the Center from 42,000 cubic feet of records capacity to 100,000 cubic feet is under way. Completion of the addition is expected in April or May 1958.

Increased records disposition activity and cumulative headquarters-wide savings of over two million dollars in space and filing equipment fully justified this expansion program. In 1957, 10,601 cubic feet of records were transferred to the Center from headquarters offices. This volume, if retained at headquarters in safe-type equipment, would have required an outlay of over \$500,000 for additional equipment, and the use of 10,600 square feet of additional floor space.

4. EQUIPMENT REVIEW PROGRAM NETS PROFIT.

The rising cost of safe cabinets (from \$238 in 1954 to \$428 in 1957) and the acute space problem in headquarters called for critical reviews of requirements for filing equipment. Actions such as the use of five drawer

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standard cabinets in lieu of safe-type four drawer equipment, the use of surplus equipment scheduled for disposal, and the outright cancellation of requests prevented spending \$34,588 for filing equipment.

The review of requirements for filing equipment will be continued in 1958, with the objective of "holding the line" on purchases of additional equipment. A good start was made with the temporary suspension of a requisition for 116 safe cabinets, calling for an expenditure of \$49,648. It is hoped that the release of equipment through improved records keeping and records disposition practices will permit outright cancellation of this requisition.

5. SUCCESS OF SHELF FILE PROGRAM ESTABLISHES PRECEDENT.

For the first time shelf filing equipment in lieu of 5 drawer cabinets was used to relieve a space problem. Work areas in the Biographic Register were overcrowded; there was no room for expanding files; and the files were divided between two rooms on two separate floors. Shelf filing equipment made it possible to bring the two file units together within one room and to provide for two years expansion.

A saving of 50% or more in floor space is possible with shelf files. Also, the original cost of shelf filing equipment is about one-half that of five drawer cabinets and one-twentieth that of safe cabinets. In anticipation of these savings we now have shelf file projects under way in the Medical Staff, the Map Library of ORR, the Finance Division of the Office of the Comptroller, the Engineering Division Library of the Office of Communications, and at Station B. Other applications of shelf filing are being explored with particular consideration being given to the use of this technique in the new building.

6. 70% INCREASE IN NUMBER OF SUBJECT NUMERIC FILES IMPROVES RECORD KEEPING PRACTICES.

Sixty-five files were converted to this improved filing method as a result of our increased emphasis on this system, the training of Operating Office files personnel, and their greater participation during the installation phases.

In addition to promoting uniform filing, the subject-numeric system "triggers" records disposition activity. Built into the system is the principle of cutting off files at annual intervals, thus providing for the retirement or destruction of records according to Records Control Schedules.

There are now 157 subject-numeric systems in headquarters out of a potential of 365. Emphasis on installing the system will be continued during 1958.

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7. RECORDS MANAGEMENT ACTIVITY BY LINE PERSONNEL PAYS DIVIDENDS.

To the credit of Operating Office Records Officers and the personnel of their components, activity in all aspects of records management increased at the line level. A study of the readability of memoranda was conducted throughout the DD/I area. DD/I and DD/S components implemented recommendations developed during the administrative reports surveys in 1956, and through additional studies of reporting systems brought about further improvements. Requirements for filing equipment were given closer scrutiny. Files personnel took part to a greater extent in the installation of filing systems. Greater attention was given to records creation factors and the application of Records Control Schedules.

These activities are representative, not all-inclusive. However, it would be remiss if two outstanding achievements by line personnel were not particularly cited. Number one, for the second consecutive time, an Operating Office closed out a year with less records in its headquarters offices than there were at the beginning of the year, and another Office achieved this goal for the first time. Number two, 5,772 cubic feet of records were destroyed in headquarters office areas. This volume, if retained in four drawer safes, would have required 721 additional pieces of equipment costing over \$300,000.

8. STAFF DEVELOPMENT AND PROGRAM PROMOTION ADVANCES  
RECORDS MANAGEMENT.

The development of a corps of well-qualified records management personnel for both staff and line levels was further advanced in 1957. Staff and line personnel took part in Office of Training sponsored external and internal training, Office of Training approved in-service training, and conferences and seminars sponsored by professional societies and institutions of higher learning.

The end of 1957 found more headquarters people better informed on the records problem in CIA and the role of the Records Management Staff. This came about through an increased number of contacts with key personnel, the publication of four articles in the "Support Bulletin," participation of this Staff in the Support Services Exhibit, lectures given by our people at OTR conducted courses, and the greater number of people served through records management.